FLDRS (Fisheries Logbook and Data Recording Software)

Quick Reference Card (*v3.1*)

Start FLDRS and Log in
1. Double-click the FLDRS icon.
2. Click the *Login* button.
3. Enter your FLDRS username and password, and click *Login*.
    a. If you have forgotten your username or password, please contact your FLDRS technician (e.g., GMRI Technician and/or your sector manager).

Start a new trip
1. On the FLDRS window, click the *Start New Trip* button (if it says *Edit Trip*, you have a partially completed trip you **must** complete prior to starting a new trip).
2. On the Trip tab, check the trip defaults to make sure they are correct (e.g., operator, port).

For each fishing effort (string set)
For a "No-Effort Trip" Skip to the *Landings Section* and proceed as normal

Start a new effort
1. Click the Effort tab.
2. Click the *New Effort* button, and check the gear details (e.g., mesh size, gear size, gear quantity). If they are wrong, either select a different gear configuration from the drop down list or make changes to the existing gear details.
3. Record the date, time, and location for each haul event. If FLDRS is connected to the vessel's gps, the information will be automatically populated when you click the Haul – Start and Haul – End buttons.
    a. *When the gear is set, click the **Haul – Start** button.*
    b. *When you begin to haul back, click the **Haul – End** button.*
4. Manually enter the soak time (in hours and minutes) for the string hauled
5. Verify that the *Avg. Depth* and *Stat Area* fields are correct. Depth will automatically be generated if the vessel's depth sounder is integrated.

Record your catch
1. Click the Catch tab.

2. Make sure that all the species you caught appear in your lists. Your retained catch is listed on the left hand side and discarded catch is listed on the right.
   a. *Note: FLDRS allows users to select the specific grade code (e.g., gutted head-off, round) for most species caught. Be sure you have selected the grade code that best describes the catch.*
3. If you do not catch a species listed on your shortlist, you do not need to delete it. FLDRS will automatically delete it from the final report.
4. To add a species you caught to either list click on the ***Add Species*** button, search for the species you want to add, and click on either: ***Add to Retained, Add to Discarded, or Add to Both***.
5. For each species/grade you caught, enter the amount retained (kept) and discarded.
   a. Note: FLDRS supports multiple units of measure. Make sure you've entered the amount that corresponds with the entered unit of measure.

Landings
1. Click the Landings tab.
2. Click the ***New Landing*** button. Click 'Yes' if this is the end port for the trip. Click 'No' if you will be transiting to another port before offloading all your catch.
3. Once you have offloaded all your catch, review the landing details, and change any details that are incorrect. Quantities should match the dealer weigh-out slip when possible. ***You must account for all poundage landed***.
   a. If you split the sale of a particular species between two or more dealers, click on the species you want to split and click on the ***Split Species*** button.
   b. To change the dealer name or date sold, double click on the field and select the correct dealer or date in the pop-up window and click ***OK***.
4. *If the trip was a no – effort trip you <u>will not</u> have to allocate your landings to a dealer after you select **New Landing***

Finishing Up
1. Enter any trip notes by clicking the Trip Notes tab and typing them in.
2. Click on the Transmit tab, and click the *Check Trip* button. Fix any errors.
   a. If the trip does not have any efforts, a "Select Trip Activity Type" box will appear.
      i. Click the drop-down arrow to select a description of the trip activity that resulted in a trip with no fishing effort (ie: Set only trip, transiting trip, mechanical breakdown).
      ii. Highlight the best description and click "ok".
3. You may view the trip in a VTR-like format by clicking *Preview*.

4. Click the *Export Trip* button to complete the trip report.
5. *EVTR Only:* You will be prompted to perform an Operator Validation signing ceremony. This will apply your digital signature to the eVTR report.
    a. Enter your eVTR operator password. You must enter this password twice
        correctly. If you have forgotten your password, please contact Alison Verry at
        978-281-9209   Alison.Verry@noaa.gov.
6. FLDRS will prepare the file for export and inform you when the trip file has been successfully completed.
7. Once completed, select *OK* and then press the *Exit and Save* button in the lower right hand corner. This will take you back to the FLDRS home screen
8. Now that the trip has been completed you will need to submit the encrypted, digitally
    signed .gpg trip data file to NMFS. This file can typically be found in the following
    directory: C:\NEFSC\FLDRS3_1\Local_Backup.
    a. There are two ways to transmit this file to NMFS: (1) uploading it using the VERS web portal (https://fish.nefsc.noaa.gov/cgi-bin/vers/main.pl), or (2) using your vessel's VMS system (open Boatracs or Skymate).

Saving Trips (must be done after every trip)
1. Click the **Manage Trips** button
2. Highlight most recent trip
    a. Click the **Reports** button
        i. Click **Save Trip Report to PDF**
        ii. Click OK
        iii. The PDFCreator program will launch.
        iv. Click Save
            1. Save trip in default location